**Local Sites Data Request Form**

Please complete this form, and read and agree to the attached Terms and Conditions.

Although the data itself is free of charge, we charge a fee to cover the cost of supplying the information and administering the Local Site system. Charges may be reduced or waived for non-commercial enquiries. Northumberland Wildlife Trust reserves the right to alter these charges at any time.

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| **Company Details** | |
| Employee Name: | Required |
| Organisation: | Required |
| Address: | Required |
| Telephone: | Required |
| E-mail: | Required |

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| **Invoice Details**  Invoices are to be paid within 30 days of issue. Failure to pay may result in payments being requested in advance. | |
| Invoice e-mail address: | Required |
| Purchase Order number: | Optional |

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| **Project Details** | |
| OS Grid Reference: | Required (minimum 6 figures) |
| Search radius required: | Required (in km) |
| Purpose of enquiry: | Required |

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| **Standard Search Options and Associated Charges** (Please select which services you require) | |
| **Basic Search** (£50 + VAT)   * Up to 2km search area * List of all Local Sites within search radius * Map (PDF) of Local Site boundaries within search radius |  |
| **Extended Search** (£10 + VAT per km)   * Increase to basic search area radius * Charged per additional km |  |
| **Local Site Citations** (£20 + VAT per site)   * Boundary Map (PDF) of Local Site * Site Citation, including a brief description of the site, and reason for designation |  |
| **Provision of Boundary Shapefiles** (£20 + VAT)   * Shapefiles indicating approximate site boundaries * Provided in .shp format, compatible with most mapping software |  |
| **Custom Search Request** (Price on request)   * Please provide a shapefile of your search boundary * We will contact you with a quote for the work |  |

**Terms and Conditions**

1. By returning a signed copy of these terms, you agree to adhere to the Terms and Conditions, and agree to pay the associated fee for the provision of data. In the event of an enquiry being cancelled, Northumberland Wildlife Trust reserves the right to charge for any work already undertaken.
2. Unless otherwise stated, the data provided are the copyright of the Northumberland Local Sites Partnership. This data is held by Northumberland Wildlife Trust in accordance with the Data Protection Act (2018).
3. All data will be considered for release, unless it is considered that the release of such information goes against the public interest. Generally, this would only be considered where there are sensitive records, or where the landowner wishes for information to be withheld, and would be an exception to the standard policy to release all data.
4. Data may only be used for the specific purpose for which they were originally requested, and must not be disseminated to third parties, except for works that constitute a part of the agreed reason for the enquiry. Data must not be used for a different purpose without written consent from the Northumberland Local Sites Partnership.
5. While every effort has been made to verify the accuracy of information contained in the data provided, Northumberland Wildlife Trust cannot accept responsibility for the accuracy of any particular piece of information. Boundaries of sites should be considered indicative, rather than definitive.
6. Where data are provided for research purposes, new data pertaining to Local Sites must be made available to Northumberland Wildlife Trust. In addition, a copy of any publications which have made use of these data must be made available, and due acknowledgement of the data provided will be given.
7. Northumberland Wildlife Trust does not hold comprehensive information on species records or statutory designated sites. As such, Northumberland Wildlife Trust will only provide information on the details of Local Sites. This search cannot be considered to be a full biological record or protected site search, nor does it exclude the presence of other biological records or protected sites in the search area.
8. Northumberland Wildlife Trust accepts that there may be a requirement to treat certain enquiries with confidence. Equally, it is expected that clients will not pass on information in an irresponsible, unethical or unlawful manner.
9. Data provided to clients is only considered up-to-date at the time of provision, as Northumberland Wildlife Trust maintains and manages the Local Sites data such that the data may change on a frequent basis.
10. Site boundaries are indicative only, and should be looked at in conjunction with the description of the site and reasons for the chosen site boundary.
11. Non-adherence to these terms will be viewed as a breach of contract, which may result in legal redress being sought. All data passed to a client from Northumberland Wildlife Trust is subject to these terms and conditions.

Data requests should be submitted by email to data@northwt.org.uk, or by post for the attention of the Conservation Team to Garden House, St Nicholas Park, Gosforth, Newcastle upon Tyne, NE3 3XT.

We aim to complete and respond to a normal enquiry within 28 days, but we would expect in most situations that turnaround would be much quicker.

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| Signature: |  | Date: | Click or tap to enter a date |
| Name: | Required | Position: | Required |